

From: [OMEALY Mikell](#)
To: [Eric Blischke/R10/USEPA/US@EPA](#); [Chip Humphrey/R10/USEPA/US@EPA](#)
Cc: [Valerie.lee@eilttd.net](#); [Robert Neely](#)
Subject: Plan for Eco Team meetings
Date: 09/01/2005 02:31 PM
Attachments: [SubGroup_calendars.xls](#)

Eric and Chip,

Val and I talked yesterday about a general strategy for the Eco Team work sessions that we need over the next two months to address the issues we identified in the retreat. Below are our thoughts. The biggest challenge will be finding dates when most Eco Team members are available, and I suggest we block out those dates as soon as possible. In addition, of the three Eco Team meetings suggested below, we should have one or two in Seattle or at a halfway-point between Seattle and Portland, to give some relief to the Seattle-based travelers.

Eco Team next steps:

-- Burt and Val provide a draft outline of our objectives, expectations and strategy for ERA as a starting point for the Eco Team (due to the team ASAP). In follow-up meetings, the Eco team will refine the document and add specifics on how we want the LWG to meet our expectations (i.e., identify specific data gaps, justify all requests for additional data, develop direction on how we want data gaps filled, and expected timelines for getting the work done to meet the 2008 ROD).

-- First all day Eco Team meeting (to be held ASAP; early/mid Sept): (1) review draft outline from Burt and Val, identify any needed changes; (2) look at existing LWG Eco reports and data collected thus far to cull out what we know about the system from this information; (3) begin to chart a path forward by identifying top priority data gaps and why and how they need to be filled (this process will need to continue over the course of future Eco meetings); (4) begin development of a more detailed description of our ERA expectations (if needed) that we'll communicate to the LWG this fall/winter in addition to our high-level objectives and expectations.

-- Second all day Eco Team meeting (late Sept): (1) present revised outline of objectives, expectations, strategy for ERA as agreed to in first Eco Team meeting; (2) continue work on identifying and justifying priority data gaps and describing our expectations for how they're filled; (3) identify changes needed for the revised outline and for the more detailed description of our ERA expectations (if needed).

-- Third all day Eco Team meeting (early Oct): (1) present review revised outline and description of expectations as agreed to in second Eco Team meeting; (2) finish work on identifying and justifying data gaps and describing our expectations for filling them; (3) determine what's needed to finalize our guidance/direction to the LWG on ERA.

-- TCT meeting (following third Eco Team meeting; mid Oct): dedicate this meeting to discussing results of Eco Team process; getting full TCT agreement on recommendations and next steps.

-- Upper management buy-in (mid/late Oct): present Eco Team/TCT recommendations to upper level government team managers for buy-in; communicate full management support in communicating our expectations to the LWG.

-- Communicate expectations to LWG (late Oct)

I realize that this schedule may be a bit hopeful, given the challenge of finding dates that work for most team members, but it's something to aim for. If you'd like to talk about these suggestions, just give me a ring.

Thanks,
Mikell

-----Original Message-----

From: Robert Neely [mailto:Robert.Neely@noaa.gov]
Sent: Wednesday, August 31, 2005 1:34 PM
Cc: OMEALY Mikell; Valerie Lee; Jean Lee; Burt Shephard; Benjamin Shorr; joe goulet; Jeremy Buck; PETERSON Jenn L
Subject: Eco-team member calendars 09/06-11/04

Chip and Eric,

Attached is a table for tracking eco-team members' calendars from next week through November 4. I've populated it thus far with info from myself, Burt and Mikell. Should hear from Ben soon. If you like, I can continue to track this and keep folks updated. We may want to consider using something like this to compile the whole teams' calendars to get us through the retreat followups. Please advise.

Regarding Ben's time, it doesn't look as though he'll be available next week but I'm reasonably certain he'll be able to help us work through our "timeout" exercises depending on his availability and workload. The caveat is that I need to check with Helen, but I'm pretty sure she'll be

supportive. Rene will bring down the hardcopy maps from the retreat for next week's CSM meeting.

-R

